

# **Appendix B**

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## **FOOD SAMPLE COLLECTION**

**Food Sample Collection Procedures**

**Food Sample Submission Form**

# **MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH**

## **Working Group on Foodborne Illness Control**

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*Division of Diagnostic Laboratories (617)983-6600*

*Division of Food and Drugs (617)983-6712*

*Division of Epidemiology and Immunization (617)983-6800*

### **FOOD SAMPLE COLLECTION PROCEDURES**

All food sample submissions require pre-approval before delivery to the State Laboratory Institute in Jamaica Plain. If you have foods which need to be submitted for microbiological analysis, please contact the Food Laboratory at (617)-983-6600. If you have foods which need to be analyzed for chemicals, toxins and heavy metals, please contact the Environmental Laboratory at (617)983-6651. All pertinent paperwork such as sample submission forms, foodborne illness complaint worksheets and investigation reports must accompany samples. Food samples will not be accepted without a properly completed sample submission form. Since these forms are routinely updated, make sure that you are using the most updated version.

#### **1. SAMPLES TO BE COLLECTED ASEPTICALLY: TEMPERATURE RANGE (32°-45° F)**

- a) Use sterile containers.
- b) Make sure caps are tight, to prevent leakage.
- c) Do not handle or touch the inside of the container.
- d) Use sterile utensils, tongs, spoons, etc.
- e) Use polypropylene containers. Try not to use Whirlpack bags for liquids, which can leak and spill easily.
- f) Whirlpack bags may be used for solid foods, such as dry milk, meat, etc.
- g) Collect adequate amount of sample - at least 100-150 grams or milliliters, (4-6 oz.).
- h) Fill containers no more than  $\frac{3}{4}$  full, to allow for proper mixing of the sample. This applies to liquid samples, milk, water, etc.
- i) When collecting water from spigots, let the water run for 2 minutes, before collecting.

#### **2. TRANSPORTATION:**

- a) Use dry ice for ice cream or frozen food samples.
- b) Use plenty of ice cubes or crushed ice in a well insulated ice chest (for PHFs or perishable foods).
- c) Place container in chest so that cover or lid is just above ice level.
- d) If possible, wrap sample in a plastic bag and place in chest. This will help prevent leakage into the container.
- e) Pre-frozen ice packs may be used for food samples.

### 3. LABELS:

- a) Write clearly with waterproof marker (or use waterproof labels with a ball-point pen).
- b) Tags may be used - especially on glass bottles (use wire tags).
- c) Be careful to number each container, watch sequence, be careful not to skip numbers.
- d) Clearly state contents of container, i.e., raw milk, pasteurized, bulk, cultured, etc.

### 4. DELIVERY:

- a) Preferably bring food samples for microbiological testing to the Food Laboratory on plating days, (Mon.-Wed.). This includes water samples.
- b) Samples that are to be plated on the same date as collection should be brought in by 12:30 PM.
- c) Make sure that all samples are kept refrigerated or frozen. When removed from the ice chest, they should be immediately moved to the refrigerator in the Food Laboratory.

## **SAMPLING EQUIPMENT**

**A sampling kit, including the following, should be kept stocked at all times:**

#### **1. Sterile Sample Containers**

- Plastic bags (disposable or Whirl-Pak) 2oz., 18 oz., 24 oz.
- Wide mouth plastic and glass jars (6oz. - 1 qt) with screw caps

#### **2. Sterile and Wrapped Sample Collection Implements**

- Spoons, scoops, tongue-depressor blades, spatula, swabs

#### **3. Supporting Equipment**

- Fine-point felt-tip marking pen, role of adhesive or masking tape, waterproof labels/tags, sample forms

#### **4. Sterilizing and Sanitizing Agents**

- 95 % ethyl alcohol, propane torch, sodium or calcium hypochlorite, test papers and alcohol swabs

#### **5. Refrigerants**

- Ice packs (refrigerant in heavy plastic bags, rubber or plastic bags which can be filled with water and frozen, heavy-duty plastic bags for ice) thermometer (0 - 220 °F), insulated container

#### **6. Clothing (Optional)**

- Laboratory coat, hair restraint, disposable plastic gloves, disposable plastic boots

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Signature of Inspector delivering sample to Laboratory	Laboratory Number
Sample Numbers of Inspector who collected samples	Date Collected
Name of Establishment / Plant / Individual and Address	Date Received in Laboratory : _____ Time _____ Initials _____ Condition received in Lab. On ice _____ Frozen _____ Room Temp _____ Other _____
Send results to:  Results sent:	Date results submitted:

## SPECIFIC INSTRUCTIONS:

## ASSIGNMENT

DATE: \_\_\_\_\_

Reason for sample submission: Inspection: \_\_\_\_\_ Salvage: \_\_\_\_\_ Embargo \_\_\_\_\_ ( Tag # \_\_\_\_\_ ) Complaint \_\_\_\_\_ General Complaint # \_\_\_\_\_  
or Foodborne Illness Complaint # \_\_\_\_\_ Date purchased \_\_\_\_\_

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH

MASSACHUSETTS STATE LABORATORY INSTITUTE

FOOD MICROBIOLOGY LABORATORY

## PRODUCT INFORMATION

## LAB RESULTS

Lab. Number	Inspector Number	Sample Description	Type of Container	Code / Date	Net Wt. or Net Vol.	Results

## REMARKS:

\* = Violation

NF = Not Found

< 10 = not found at  $10^{-1}$  dilution< 100 = not found at  $10^{-2}$  dilution< 1000 = not found at  $10^{-3}$  dilution

Date Reported: \_\_\_\_\_ Analyst: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

9/1/97

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# SAMPLE CONTINUATION SHEET

## PRODUCT INFORMATION

## LAB RESULTS

Lab. Number	Inspector Number	Sample Description	Type of Container	Code / Date	Net Wt. or Net Vol.	<b>Results</b>

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**\* = Violation**

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< 100 = not found at 10<sup>-2</sup> dilution

< 1000 = not found at 10<sup>-3</sup> dilution

Date Reported: \_\_\_\_\_ Analyst: \_\_\_\_\_

Reviewed By: \_\_\_\_\_